



Vacancy General Manager

Bridgend Farmhouse, 41 Old Dalkeith Road, Edinburgh EH16 4TE

35 hours a week (flexibility required for evening/weekend work on occasion)

£30,000 with 4% employer pension contribution (conditions apply)

Permanent (subject to continued funding)

Annual leave: 25 days a year and 9 public holidays

Bridgend Farmhouse is a successful award winning community benefit society with charitable status based in south-east Edinburgh. Our mission is: *learning, working and growing together to develop a flourishing community and place*. Following an effective community campaign, it gained community ownership of the land in 2015, and has become a thriving community hub where people meet to carry out creative, physical and purposeful activities and to share skills and knowledge with others. The organisation works to address social inequalities, reduce isolation and loneliness, strengthen community involvement, build local resilience, develop environmental education and stewardship, and support people to be active agents in their life. The Board of Trustees are elected annually from a base of 400+ community shareholders, predominantly local, who aim to create a sociocratic model of working groups and volunteers to inform and influence decisions at all levels of the organisation.

1. JOB PURPOSE:

The General Manager (GM) will promote the Bridgend Farmhouse vision and values while adhering to its constitution, mission, aims and objectives. They will provide leadership, manage the charity's operational and strategic development of community activities in collaboration with the Operational Steering Group/Chairs of the Work Groups, and organise and manage resources to implement these into practice with sustainability at its core.

The GM will lead the Operational Steering Group, who will be responsible for the strategic planning and delivery of work streams that support Bridgend Farmhouse's key priorities and be responsible for the development. The GM will lead on the management of Bridgend Farmhouse's human resource, volunteer base, and its community facing activities.

The GM manages the delivery of a comprehensive programme of community development activity within an agreed annual budget, reports quarterly to the Board and with the Directors/Trustees, reviews its fundraising strategy, ensures ethical and sustainability standards are in place, and supports the continuity of funding for sustainability of the organisation.

The GM will be based in the Bridgend Farmhouse office with home working and occasional local travel being required to develop and maintain a range of community development and community facing activities. COVID-19 restrictions may require more remote and zoom working to delivering the role.

2. OVERALL ROLE:

- ! lead the organisation to achieve its objectives in line with its mission, values and charitable purposes
- ! manage, promote, measure and evaluate the organisation's community facing activities, volunteering and external partnerships, and develop and implement operational strategy with the Operational Steering Group
- ! ensure the organisation is responsive to its areas of benefit and wider community, and accountable to its members, funders, and other key stakeholders

3. RESPONSIBILITY:

Lead, motivate, provide regular supervision and support to staff members, sessional/freelance workers with commitment to CPD training to build an effective staff team, strong Volunteer Forum and a highly regarded local organisation (currently 5.2 F/T equivalent staff members plus free-lancers).

Oversee the staff team and Operational Steering group, to plan community development work that supports Bridgend Farmhouse's key priorities and expectations of current and future funders and responds to our local community action research results.

Manage and control budgets, generate cost projections, oversee a funding strategy, and input into funding applications along with a team of volunteers and staff. Be responsible for the overall financial health of the organisation including developing, overseeing and monitoring an effective programme of income generation. Horizon scan and network to generate further income streams to ensure continuity of community activities and long term sustainability. Ensure, with the Business sub-committee, that the Board creates and updates an annual business plan and strategy for Bridgend Farmhouse.

Monitor and evaluate projects, and prepare reports on outcomes for grant funders, along with staff team. Identify appropriate quantitative and qualitative methods, peer reviews and auditing processes for monitoring performance and impact of the organisation, reporting to Directors/Trustees on performance against the strategy of Bridgend Farmhouse and its operations in line with CLD standards council values and best practice.

Safeguard to ensure the organisation fulfils all its legal, statutory and regulatory responsibilities while advancing its mission, objectives to reflect its values and to achieve best practice relating to employment, equal opportunities, health and safety, and the safeguarding of children and vulnerable adults.

Develop and implement effective marketing and internal and external communication strategies for effective team working, and to positively promote Bridgend Farmhouse and raise its profile to increase its volunteer base and forum, participants and members, to create a vibrant community hub.

Build and maintain excellent relationships with Bridgend's external stakeholders, community partners, local forums, and reach out to voluntary and statutory bodies and political representatives.

Encourage, enable and support a sociocratic decision making model to ensure members, volunteers and participants have an active say and influence over decisions in the organisation through its work groups and forum. Ensuring there are established mechanisms

for listening to the views of a range of stakeholders on the performance of Bridgend Farmhouse and areas for development.

Accountable to the Board of Directors/Trustees, ensure provision of high quality governance and provide regular written reports to the Board and attend Board meetings or Sub-committees as required.

Represent the organisation's views and experiences to the local community and its area of benefit and create a positive culture on the Bridgend Farmhouse site in terms of behaviour and attitudes in line with its values

Implement organisational changes and the development of a medium to long term strategy, by working closely with the Board and Directors/Trustees and Change Implementation Group

Adapting and responding to organisational and local needs, including some weekends and Board or sub-committee evening meetings.

Undertake any other duties as may be reasonably required by the Board of Trustees

4. ASSIGNMENT AND REVIEW OF WORK

The General Manager is expected to be self-directed and to plan work for self and staff as appropriate. The Chair of the Board of Directors/Trustees will agree overall objectives on an annual basis and will undertake the appraisal of the General Manager. Informal contact with the Chair and with the chairs of the Board's Sub-Committees will inform priorities throughout the year. Working with volunteers will necessitate working outside normal working hours for meetings with them, especially Board meetings which are held outside office hours and the Manager is expected to attend as a direct staff link. The work will include:

1. Providing overall democratic leadership
2. Annual assessment of staff performance
3. Workload review and capacity planning
4. Staff development and progression
5. Delegation of duties and oversight of site functioning
6. Data collection, storage and retrieval
7. Developing areas of activity, especially those requiring a team input to support contract delivery and funding outcomes.
8. Maximising Bridgend Farmhouse's activity and impact within annual budget constraints
9. Identifying staff training needs and dealing with staff performance issues.
10. Investigating complaints and reviewing work group suggestions and taking proactive steps to protect Bridgend Farmhouse's reputation and serve its area of benefit.

5. PERSON SPECIFIC ATTRIBUTES:

Essential knowledge, experience and skills

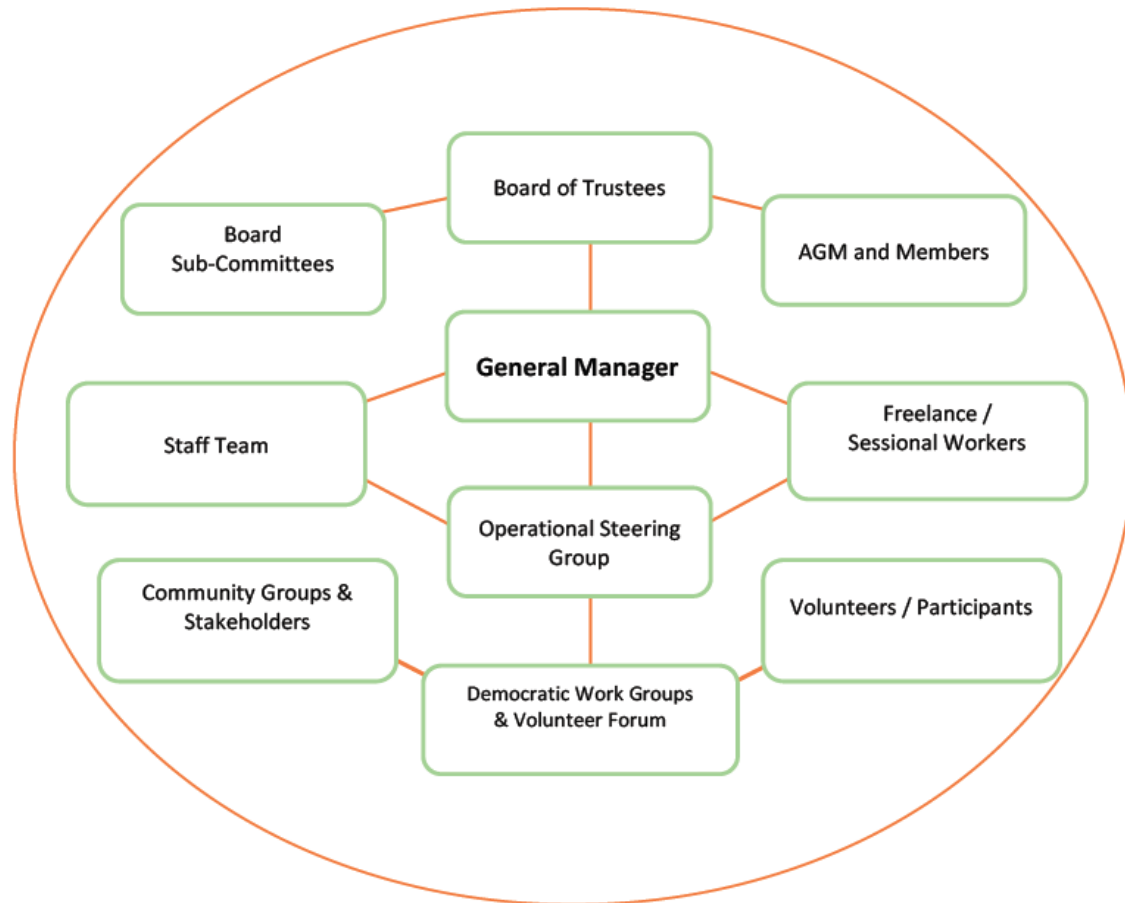
1. Recognised qualification in management or/and extensive managerial experience within a community development context in the voluntary or public sectors.
2. Evidence of strategic organisational planning and people management skills.
3. Understanding and experience of participatory democratic decision making structures, and consensus decision making processes
4. Effective operational and project management experience including knowledge of assessment, research and evaluation methodologies.
5. Experience of finance performance monitoring and budget management.
6. Effective organisation, supervision and support of staff, sessional workers and volunteers
7. Excellent communication skills both written and verbal. Significant experience and confidence in writing papers for a governance Board and highly developed written communication skills in order to input into funding applications, produce project reports and create presentations to external audiences.
8. Evidence of marketing and development skills to promote partnerships and links with organisations, funders and stakeholders.
9. Ability to work on own initiative with minimal supervision: organised and able to plan, prioritise and manage own workload.
10. High level IT skills, digital and social media competence confidence and self-reliance.
11. Willing and able to work flexibly, including outside normal working hours.

Desirable knowledge, experience and skills

1. Knowledge of the local area and its communities
2. Recognised qualification in Community Education/Community Development
3. Member of the CLD Standards Council
4. Qualification as an assessor (internal or external verifier for delivering qualifications training)

6. ORGANISATIONAL POSITION and STRUCTURE

This is a visual representation of the sociocratic governance structure we are implementing, and the role of the General Manager, looking at it from above.



7. Disclosure (PVG) requirements

The appointment is subject to Bridgend Farmhouse being satisfied that the candidate meets the requirements of the Protection of Vulnerable Groups (Scotland) Act 2007.

8. References

The appointment is subject to receiving two satisfactory references. Please, ensure you include the names and contact details of two referees in your CV. These should not be people who are related to you.

Bridgend Farmhouse
July 2021